

THE WHITE HOUSE

WASHINGTON

March 18, 1976

64C

76-0772

MEMORANDUM FOR

BILL HYLAND
DON OGILVIE

ROBERT ELLSWORTH
DOUG MARVIN
HAL SAUNDERS

FROM:

MIKE DUVAL

SUBJECT:

DELIVERY OF DOCUMENTS TO CONGRESS

I have incorporated your comments into the system for monitoring delivery of classified documents to Congress. It was my intention that this system be implemented only for special intelligence investigations. It should be implemented for all future classified document transmittals to the Abzug Subcommittee.

The Intelligence Community staff has suggested a form for the uniform description of documents (attached). They should take the lead in obtaining coordinated agreement on forms to be used in transmissions to the Abzug Subcommittee.

cc: Jack Marsh
Phil Buchen

STAT

A System to Facilitate Delivery of Classified Documents to Congress

- (1) No classified documents should be supplied until agreements are reached (in writing if possible) concerning the public release of any such documents.
- (2) All classified documents shall be supplied on an "on-loan" basis, thus providing that upon completion of a committee's inquiry, the documents will be returned to the department or agency that supplied them. This shall be stated in a cover letter for every delivery; and each document shall be stamped: "On loan from _____, not to be reproduced."
- (3) A uniform system for description of classified documents should be developed. All departments and agencies shall use this description system.
- (4) Whenever documents are delivered to a congressional committee, a receipt will be obtained from the person to whom they are delivered.
 - (a) The Committee shall designate which persons are authorized to sign receipts.
 - (b) Each receipt shall indicate the number of classified documents being delivered.
 - (c) The Committee shall return to the transmitting agency or department a signed detailed transmittal receipt which lists all documents received through use of the uniform description system mentioned in (3) above.
- (5) Each department or agency transmitting classified documents to special intelligence investigations shall maintain in a central location a duplicate set of the documents that it has transmitted, broken down by Committee.

- (6) The ICG shall maintain a complete set of receipts of all classified documents that have been transmitted to Congress for special intelligence investigations, broken down by Committee.
- (7) Congressional committees will be asked to submit all requests in writing.
- (8) Agencies shall not supply documents originating in other agencies, but rather shall refer such requests to the originating agencies.

Attached is a copy per your request.

INTELLIGENCE COMMUNITY STAFF TRANSMITTAL AND DOCUMENT RECEIPT

| | |
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| TO: | FROM: Intelligence Community Staff Central Intelligence Agency Room 6E-2914 Washington, D.C. 20505 |
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THE DOCUMENTS LISTED HEREON ARE FORWARDED FOR:

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